

California Commission on Disability Access

By-Laws

6. STANDING, AD HOC AND SUB-COMMITTEES

- 6.1 The CCDA Chair may create standing or Ad Hoc committees as are deemed necessary from time to time to carry out the Commission's mandate.
- 6.2 Standing or Ad Hoc committees shall meet upon the call of the committee chair at a time and place designated by the chair.
- 6.3 The chair and membership of each standing or Ad Hoc committee shall be appointed by the CCDA chair. The chair of any standing or Ad Hoc committee shall be a member of the CCDA. Additional standing or Ad Hoc committee(s) members may be appointed by the chairperson of the applicable committee(s) subject to the concurrence of the CCDA chair. Non-voting, ex-officio members of the CCDA, or their representative, may vote as a member of any standing, Ad Hoc or subcommittee.
- 6.4 Subcommittees of a standing or Ad Hoc committee shall be appointed by the chairperson(s) of the applicable committee(s). The CCDA Officers and Executive Director shall be informed of any subcommittee being created as well as the appointees. No appointee shall serve on any sub-committee without the concurrence of the CCDA chair.
- 6.5 Standing Committees are considered a permanent part of the organization. A standing committee functions to perform duties that which are essential to the harmonious operation of the CCDA. Members of a standing committee may change when new officers are elected or appointed, but the purpose of the committee and its functions and duties do not change. When the CCDA receives business that is connected with the work of a standing committee, it may refer that business to the committee.

Ad Hoc Committees are created to perform a specific task and is dissolved when the task is completed and the final report is given. Ad Hoc committees are not created to do a task that is within the designated function of a standing committee. Ad Hoc committees have two functions; one is to investigate and the other is to carry out what the Commission has adopted. For example, if the

CCDA moves to set up a law student program to help carry out CCDA's mission, the chair could create an Ad Hoc committee to define the actual service they would provide the commission.

Subcommittees are created to perform a specific task for a standing or Ad Hoc committee and are dissolved when the task is completed.

- 6.6 Standing or Ad Hoc committees shall make recommendations to the CCDA.

9. AMENDMENTS

- 9.1. These bylaws may be amended by a majority vote of a quorum of the CCDA at any regular meeting provided that the amendments have been submitted to the Commissioners, in writing, at least 10 days prior to the meeting.